

Booking Procedures:

The following steps must be followed to obtain a reservation at the employee discount rate, including reservations for immediate family:

- The employee will book their room reservation online and receive a booking confirmation.
- Eligible employees can check availability by visiting the property's reservation website.
- The team member will enter a special promotional code. (see Exhibit A-C)
 - **Employee code: ROOM**
- The employee will bring his/her completed "Employment Verification Form" to Human Resources within 72 hours before arrival for approval or denial. Temporarily, you can access the form on Benchmark Central or through your human resources department. A new Employee Central Portal will launch once the branding phase is complete.
- All employees must meet the eligibility requirements of the program.
- Human Resources will check if the employee is a member of the "Best of the Best" Program and entitled to a \$19 discount off the prevailing employee room rate, which applies only to the "Best of the Best" members.
- If the employee is a member of the "Best of the Best" Program Human Resources will fax/email the designated property's HR department and the employee rate will be revised to reflect the discount. The HR department receiving the request is responsible for sending the form along accordingly so the 'Best of the Best' discount is applied.
- Once approved or denied, the form will be given back to the employee.
- If the form is approved, a copy of the Standards of Conduct is provided to the employee.
- If the form is denied, the employee is responsible for canceling the room reservation with the hotel.
- On the day of arrival, the team member will present the completed room rate authorization form and photo identification at the front desk during check-in. Failure to provide both identification and authorization form may cause reservation to be canceled or the team member to be charged the best available rate.

The following steps must be followed to obtain a reservation at the friends/family rate:

- The employee will book their room reservation online and receive a booking confirmation.
- Eligible employees can check availability by visiting the property's reservation website.
- The team member will enter a special promotional code
 - **Employee code: FFM**
- The employee will bring his/her "Employment Verification Form" to Human Resources within 72 hours before arrival for approval or denial. Temporarily, you can access the form on Benchmark Central or through your human resources department. A new Employee Central Portal will launch once the branding phase is complete.
- All employees must meet the eligibility requirements of the program.
- Once approved or denied, the form will be given back to the employee.
- If the form is approved, a copy of the Standards of Conduct is provided to the employee.
- If the form is denied, the employee is responsible for canceling the room reservation with the hotel.
- On the day of arrival, the team member will present the completed room rate authorization form and photo identification at the front desk during check-in. Failure to provide both identification and authorization form may cause reservation to be canceled or the team member to be charged the best available rate.

- Exhibit A

Topnotch Resort

Stowe, VT United States

SELECT DATES

US Dollars | English - US

Select dates, number of rooms, adults/children, and click Check Availability

Arrival Date: Monday, July 25, 2016 | Nights: 1 | Departure Date: Tuesday, July 26, 2016 | Rooms: 1 | Adults: 1 | Children: 0

Special Codes

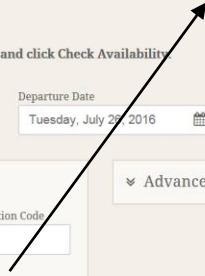
Group Code: | Corporate/Promotion Code:

Travel Industry ID:

Advanced Search

CHECK AVAILABILITY

Enter Employee Code



- Exhibit B

Select Dates | Select Rooms | Add Enhancements | Confirm Reservation | English (US)

Select Your Dates

My dates are:

Firm Flexible

Check-in: Mon, 18 Jul | Check-out: Wed, 20 Jul | Nights: 2 | Rooms: 1 | Adults (12yrs and up): 1 | Children: 0

Enter your access or promotional code

Select Code:

Discount Code Group Code Promo/Corporate Code Travel Agent Code

Enter Code:

Update

Click here if you are a Group Coordinator

July 2016

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Turtle Bay Resort

At Turtle Bay, we take the concept of "getting away from it all" literally. As the most spacious resort anywhere on Oahu, we offer guests extra room to explore, stretch out and soak up the sun. Simply makes your visit even more relaxing when it includes ocean views from every room.

Beach Cottages: 1st FLOOR FRONT ROW SEAT ON THE PACIFIC

The Beach Cottages are one of the world's finest close-up and personal experiences. The waters in front of your cottage are a globally recognized refuge for sea turtles, whales and seals. Towering 15-foot ceilings, Brazilian walnut floors, a Kallista deep-soaking tub in the context of marble and glass. The cottages, just 42 of them arranged in clusters of 6 at the water's edge, are contained within a very private paradise. Beach Cottages are available with a single king bed, two queen beds or ADA configurations.

Enter Employee Code



- Exhibit C

SELECT DATES | SELECT ROOMS/RATES | ADD-ONS | GUEST INFO | CONFIRMATION

SELECT ROOMS/RATES

The dates you selected are currently unavailable. If your dates are flexible, please check our Show Availability Calendar.

Modify Your Search

Arrival Date: Jul 13 2016 | Departure Date: Jul 14 2016 | Adults (18+): 1 | Children: 0

Special Rates & Promotions

Promotional Code:

Group Code:

Corporate No.:

IATA Number:

Rate Plan:

Room Type:

Enter Employee Code

